

Spring 1-15-2010

ENG 3005-001: Technical Communication

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Recommended Citation

Binns, Donna, "ENG 3005-001: Technical Communication" (2010). *Spring 2010*. 87.
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English 3005: Technical Communication

Instructor: Dr. Donna Binns

Office: 3851 Coleman

Office Hours: Monday 1:00 p.m.--2:50 p.m.; Tuesday/Wednesday 1:00 p.m.—1:50 p.m.

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Course Description: This course will introduce the essential elements of professional and technical communication. Students learn to analyze writing situations, including the purpose for writing, assumed audiences, and appropriate styles and tones. We examine various genres of professional and technical writing throughout the semester. Students also practice drafting, evaluating, and revising professional documents. Through peer response, several writing assignments, and collaborative oral presentations, this course offers students the opportunity to improve their writing, editing, and speaking skills.

Required Texts and Materials:

Markel, Mike. *Technical Communication: Situations and Strategies*. 8th ed. New York: Bedford/St. Martin's, 2007.

Active e-mail account

USB port-compatible jump drive or other portable storage for computer lab use

Ink pens and loose leaf notebook paper

Collegiate-level dictionary

Attendance: Because this course emphasizes writing as process and as collaborative activity, attendance is essential. During the group projects, your classmates will rely on you to participate in the process of writing the group's proposal and manual. Class exercises and peer review activities (generally worth 10-20 points each) cannot be made up at a later date, so numerous absences will affect your overall course grade. After two absences, each additional absence will also result in a penalty of one full letter grade. I will make exceptions for compelling, well-documented medical situations.

If you are more than twenty minutes late for class, you will be counted absent. If you are habitually tardy, your participation score may be lowered at my discretion. If you sleep in class, refuse to participate in class activities, leave before class is dismissed, or are not prepared for class, you will be marked absent at my discretion. Failure to bring appropriate materials to a workshop or a draft (and required copies) to a peer response session will count as an absence. Absent students will be responsible for finding out what material was covered and what assignments were made in class. Please obtain such information from a reliable classmate.

Late Work: Late work that is not excused before its due date will be penalized by 10% of the maximum possible points for each day it is late (excluding weekend days). Make arrangements with me to turn in a hard copy of late work. **E-mail attachments will not be accepted.**

Assignments, including drafts, are due at the beginning of class. Work turned in after the beginning of class may be penalized by 10% of the maximum possible points. Computer and printer problems are not an excuse for turning in late work, so draft and print well in advance.

Grading: Detailed requirements for each project (such as length, format, and evaluation criteria) will be included on specific assignment prompts. Penalties for excessive absences will be deducted as described in the attendance section. One of the goals of this class is to produce documents that are professional; therefore, out-of-class assignments must be word processed. Keep a copy of all out-of-class assignments. I will use the following breakdown to determine your final course grade:

General Assignments, Peer Response, & Participation	20%
Resume & Letter of Application	20%
Group Proposal & Oral Presentation	20%
Group Instruction Manual & Oral Presentation	20%
Final Exam	20%

A= 90% to 100%

B= 80% to 89%

C= 70% to 79%

D= 60% to 69%

F= 0% to 59%

Notes: All assignments must be prepared to look professionally completed. Word processing is required. Documents should be printed on laser printers or very high quality ink jet printers. Messy printing, errors in proofreading, incorrect formats, and poor page design will substantially reduce grades. The last three stipulations hold true for non-paper formats, too, including e-mails and PowerPoint slides. PowerPoint slides will be required as part of both group oral presentations. The printer in CH 3120 is for short in-class assignments only. Furthermore, it is notoriously unreliable. It may not work at all this semester. Documents listed on the syllabus and/or assigned as homework should be printed prior to class.

Participation: A participation grade will be assigned each week, and it will be worth up to five points. Students who participate in class discussions, bring required materials to class, and positively contribute to class activities should earn all available points for that week. Failure to participate in class activities, failure to bring course materials, or excessive tardiness will result in a loss of some or all of the weekly participation points at my discretion. Because group projects are a key course component, your professor will provide some in-class workshop time. In-class workshop time also counts toward attendance and participation requirements.

Plagiarism: In accordance with English Department and University policies, "Any teacher who discovers an act of plagiarism—'The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation as one's original work' (*Random House Dictionary of the English Language*)—has the right and responsibility to impose upon the guilty student an appropriate penalty up to and including immediate assignment of the grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Judicial Affairs Office." The best argument against plagiarism is that you cheat yourself out of the education you are here to obtain when you copy someone else's work. If you believe that a specific instance in your writing might constitute plagiarism, please consult me prior to turning in the final draft.

Students with Disabilities: If you have a documented disability and want to receive appropriate accommodations, contact the Coordinator of the Office of Student Disability Services (581-6583).

English 3005: Schedule of Assignments (Spring 2010)

The assignment schedule is subject to changes and additions at my discretion. All assignments are due on the date that they appear on the schedule. Reading assignments can be found in Markel's *Technical Communication*.

<u>Date</u>	<u>Chapters Due</u>	<u>Class Activities/ Writing Assignments Due</u>
1-13		Course Introduction
1-20	1-3	Discuss assigned chapters
1-27	5, 11, & 15	Bring job advertisements to class Work on Resume & Letter of Application Drafts
2-3	8 & 14	Resume & Letter of Application Drafts Due for Peer Response
2-10	4, 6, & 16	Resume & Letter of Application Due Work on Group Project Proposal Memo for Formal Proposal
2-17	7 & 10	Group Project Proposal Memo for Proposal Assignment Due
2-24	12 & 13	Work on Group Proposal
3-3	17-18	Group Proposal Draft Due for Peer Response
3-10	21	Group Proposal Due Work on Group Proposal Oral Presentations
3-24	19	Group Proposal Oral Presentations Work on Group Instruction Manual Proposal
3-31	9	Group Instruction Manual Proposal Due Bring sample instruction manuals to critique in class
4-7	20	Work on Group Instruction Manual
4-14		Group Instruction Manual Draft Due for Peer Response Revise Instruction Manual
4-21		Group Instruction Manual Due
4-28		Group Instruction Manual Oral Presentations Course Evaluations
5-5		Final Exam 7:30 p.m.—9:30 p.m.